

# CATMA<sub>n</sub>



**Cost Accounting Time Management Application**



Arkansas Department of Health  
Training Manual



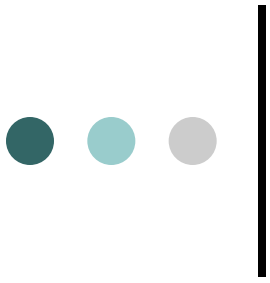
# What is CATMA<sup>n</sup>?

- **Cost Accounting Time Management Application**
- **100% Time Reporting System**
- **100% Participation**
  - Excludes In-Home Services and the Engineering Section due to them having established time allocation systems.
- **Completed on a daily basis and certified on a weekly basis**



# Top Ten Reasons for 100% Time Studies

10. Replicate standard practice in other states with federally approved and audited plan
9. Improve accountability for time worked by employees
8. Enable the Department to properly allocate costs to the correct funding source
7. Prove the State provides in-kind match on federal grants
6. Benefit fee-based programs and support fee increases
5. Support the Department's efforts to secure additional funding from the State Legislature and other funding sources
4. Provide data necessary to demonstrate where funding is not adequate to support services needed or where staffing increases may be needed
3. Enable the Department to determine the costs of services and understand how to efficiently utilize resources
2. Help avoid audit findings and potential repayment of federal dollars
1. We don't have a choice.



We code what we  
do!

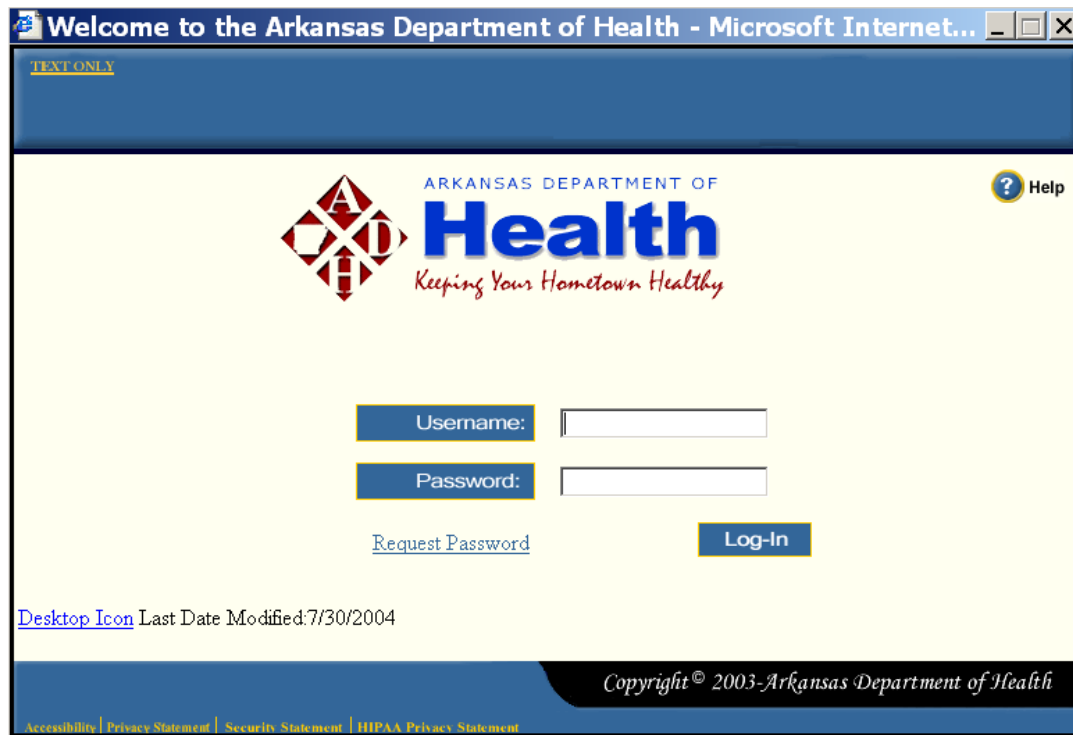
We code all time-  
work and leave!



# Logging on to Common Customer

- **Purpose**
- This procedure will (1) explain the proper method to log onto the new ADH information system and (2) explain how to generate an icon for your PC that will link you to this new information system.
- **BEFORE YOU BEGIN TO USE THIS PRODUCTION SITE SERVER, THE USER'S PC MUST BE CONFIGURED AS DESCRIBE BELOW:**
  - User must be logged onto the ADH Domain.
  - Internet Explorer 6.0 with SP1 or newer version must installed and set to accept Cookies.
  - Extra Tool Bars/ Applications (i.e., Hot Bar, IWON, Internet Explorer Search Bar, or any Pop-Up Blockers) must be removed from the PC.
  - Use the following link to help you uninstall any software.  
<http://webits/Intranet/helpdesk/techtips/uninstall%20directions.htm>
  - Contact HELP DESK or your Regional Tech if you need help.
- Click onto this link <http://appl-07/commoncustomer/security/loaddefault.aspx>
- A “log-on” screen will now appear and in the lower left corner it says “Desktop Icon”
- Click onto this link –this will bring up a dialog box asking if you want to “save” or
- “open” the file – select “open” This will download a script file that produces a “HEALTH” icon on your desktop.
- **After this initial log-on, you will use this link to reach the “Productions” server**
- After creating the new production site “icon” (the new log-on screen will remain on your screen. (.Figure 1)) log onto the screen using your user name, and the password has been set to the one you used on the “TEST SITE (If you were Role Map on the TEST SITE) or use “adhuser” for the password.
- You can click on the ICON (upper right hand corner) at any time.


# Logging on to Common Customer



The screenshot shows a web browser window titled "Welcome to the Arkansas Department of Health - Microsoft Internet...". The page has a blue header bar with a "TEXT ONLY" link. The main content area is yellow and features the Arkansas Department of Health logo, which includes a red and white diamond shape with a cross and the text "ARKANSAS DEPARTMENT OF Health" and "Keeping Your Hometown Healthy". To the right of the logo is a "Help" link with a question mark icon. Below the logo are two input fields: "Username:" and "Password:", each with a blue label and a white text box. Below the "Password:" field is a "Request Password" link. To the right of the "Request Password" link is a blue "Log-In" button. At the bottom left of the page is a "Desktop Icon" link and the text "Last Date Modified: 7/30/2004". At the bottom right is the copyright notice "Copyright © 2003 Arkansas Department of Health". The footer bar is blue and contains links for "Accessibility", "Privacy Statement", "Security Statement", and "HIPAA Privacy Statement".

Welcome to the Arkansas Department of Health - Microsoft Internet...

[TEXT ONLY](#)

 **ARKANSAS DEPARTMENT OF Health**  
*Keeping Your Hometown Healthy*

[? Help](#)

Username:

Password:

[Request Password](#) [Log-In](#)

[Desktop Icon](#) Last Date Modified: 7/30/2004

Copyright © 2003 Arkansas Department of Health

[Accessibility](#) | [Privacy Statement](#) | [Security Statement](#) | [HIPAA Privacy Statement](#)

- You may request your password by clicking the link
- ( [Request Password](#) in **FIGURE 1**) and follow the instructions.

# Screen upon entering CATMA application

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

CATMA - Cost Accounting Time Management Application

Return Home | Operations | Setups

User Logged In: Doug Hall

CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave Physical Location  
Central Office/Freeway

Select Activity

[Need more information about Activity Codes?](#)

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet 1:00 PM

Use the drop down box under “Activity/Leave” to choose the activity that you worked on throughout the day. A list of activity codes with short descriptions will appear. Please select an activity that you worked on throughout the day.

ADH - Common Customer - Microsoft Internet Explorer

Std. Functions  
User Applications

- Meeting Room
- Lic/Fees
- CatMan

Arkansas Department of Health  
Keeping Your Hometown Healthy  
Show Menu Hide Menu Log Out

**CATMA - Cost Accounting Time Management Application**

Return Home | Operations | Setups User Logged In: Doug Hall

**CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL**

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave Physical Location  
Central Office/Freeway

Select Activity

- ADM - General and Administrative
- LVE - Leave
- OTH - Other Program

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet 1:01 PM



If you need more information about your activity codes in order to make your choice, please click on the “Need more information about Activity Codes” link and, as shown on the next slide, a more specific description of each activity code will be shown.

ADH - Common Customer - Microsoft Internet Explorer

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

Arkansas Department of Health  
Keeping Your Hometown Healthy

Show Menu Hide Menu Log Out

CATMAN

CATMA - Cost Accounting Time Management Application

Return Home | Operations | Setups

User Logged In: Doug Hall

CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave Physical Location  
ADM - General and Administrative Central Office/Freeway

Select Activity

[Need more information about Activity Codes?](#)

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet

start

Inbox - Microsoft Out... Microsoft PowerPoint ... ADH - Common Custo...

1:04 PM

The arrow below is pointing out where the more information will pop up on your screen.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy

Show Menu Hide Menu Log Out

**CATMA - Cost Accounting Time Management Application**

Return Home | Operations | Setups User Logged In: Doug Hall

**CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL**

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave	Physical Location
ADM - General and Administrative	Central Office/Freeway

Select Activity

[Hide Activity Code information.](#)

**More Information about Programs**

Program	Information
ADM - General and Administrative	Department Administration Activities. This is for staff who are responsible for the overall direction & management of the Department of Health: financial, contractual, grant & personnel administration, general operations for all Centers in the Department. Considered indirect cost.
LVE - Leave	Paid Leave-Sick and Vacation time.
OTH - Other Program	Other Program not listed above

Special Code

Interpreting

☐ Time spent interpreting.

javascript: \_\_doPostBack('ctl00\$cphBody\$btnProgram\_Code\_Help','')

Local intranet

start

Inbox - Microsoft Out... Microsoft PowerPoint ... ADH - Common Custo...

1:06 PM

If you are absent from work for a time period (i.e. sick, vacation, holiday), please select the Leave option as shown below. This will bring up another dropdown box where you will choose what type of leave was taken.

ADH - Common Customer - Microsoft Internet Explorer

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

Arkansas Department of Health  
Keeping Your Hometown Healthy  
Show Menu Hide Menu Log Out

**CATMA - Cost Accounting Time Management Application**

Return Home | Operations | Setups  
User Logged In: Doug Hall

**CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL**

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave Physical Location  
ADM - General and Administrative Central Office/Freeway

Select Activity

- ADM - General and Administrative
- LVE - Leave**
- OTH - Other Program

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet 1:14 PM

Please select the type of leave your are using in the new drop down box. Leave is the only thing that can be entered in advance. For example, if you know you are going to be out for a week on vacation, you input this time in advance.

The screenshot displays the 'ADH - Common Customer' web application in a Microsoft Internet Explorer browser. The left sidebar contains navigation links: 'Std. Functions', 'User Applications', 'Meeting Room', 'Lic/Fees', and 'CatMan'. The main content area is titled 'Arkansas Department' and features a 'CATMAN' logo with a 'Return Home' link. Below this, there are links for 'CATMA - Weekly' and 'Enter Time for Week S'. A dropdown menu is open, showing a list of leave types. An arrow points from the text 'Select Leave' to this dropdown menu. The dropdown list includes the following options:

- ADMP - Administrative Leave (Paid)
- ADMU - Administrative Leave LWOP (Unpaid)
- ANNL - Annual Leave
- BMPD - Bone Marrow Donor
- CACG - US Air Force Auxiliary Civil Air Patrol or
- CATL - Catastrophic Leave
- CNJL - Court & Jury Leave
- CP10 - Compensatory Leave 1.0 (Straight Comp)
- CP15 - Compensatory Leave 1.5 (Overtime Comp)
- DISP - Disciplinary Leave
- DSTR - Disaster Service
- EDUN - Education Leave (Unpaid)
- EDUP - Education Leave (Paid)
- EMBD - Employee Birthday
- FMLA - Family Medical Annual
- FMLH - Family Medical Leave Holiday
- FMLL - Family Medical LWOP (Unpaid)
- FMLS - Family Medical Sick
- FMLT - Family Medical Catastrophic Leave
- HELP - Healthy Employee Life style Program
- HLDY - Holiday
- INCL - Inclement Weather
- LWOP - Leave Without Pay
- MC10 - Military Leave Comp 1.0
- MC15 - Military Leave Comp 1.5
- MILA - Military Leave Annual
- MILD - Military Leave Disability
- MILH - Military Leave Holiday
- MILL - Military Leave Without Pay

Below the dropdown menu, there is a 'Special Code' field and a checkbox for 'Time spent interpreting.'. The main content area also displays 'Time Management Application' and 'Log Out' links. A section titled '5 -DOUGLAS HALL' includes a 'Select a Different Week' dropdown. Below this, there is a 'Physical Location' dropdown set to 'Central Office/Freeway'. At the bottom, there is a table for entering time for each day of the week (Sunday through Saturday) for the dates 11/11/2007 through 11/17/2007. The table has columns for each day and a row for time allocation in quarter hours. The table is as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

At the bottom of the page, there is a 'Please remember to SAVE your information for each activity or leave entered.' message and buttons for 'Save', 'Delete', and 'Cancel'.

If you are working on an activity that is not listed with your choices, please select the OTH – Other Program. This will bring up a box occupied with a listing of all programs throughout the agency.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health *Keeping Your Hometown Healthy*

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

CATMAN

**CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL**

Enter Time for Week Starting... 11/11/2007 Select a Different Week

**Select the Activity and Location to Allocate Time to...**

Activity/Leave Physical Location  
Central Office/Freeway

Select Activity

- ADM - General and Administrative
- LVE - Leave
- OTH - Other Program

Special Code Interpreting  
☐ Time spent interpreting.

**Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please remember to **SAVE** your information for each activity or leave entered.

Save Delete Cancel

**Summary of All Time Allocation for the week of... 11/11/2007** Refresh Summary

Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
ADM - General and Administrative	HL87 - Central			0	0	0	0	0	0	0	0

Done

start

Inbox - Microsoft Out... Microsoft PowerPoint ... ADH - Common Custo...

Local intranet

1:33 PM

Please select the program that you were working on. This will bring up another drop down box with the listing of activities within that program. For example, below I am selecting the Central Region.

ADH - Common Customer - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites

Std. Functions

User Applications

Meeting Room

Lic/Fees

CatMan

Arkansas Department of Health

CATMA

Return Home

CATMA - Weekly

Enter Time for Week S

Select the Activity and Activity/Leave

Select Cost Center

ADH Lab Cash

Admin-DOH Director

AIDS Assistance Fed

Alcohol Test Branch

AR Pub Hlth Lab

Arthritis Section

Cardio Hlth Section

Cardio Hlth Section-DS

Cent Reg Sect-Tob

Cent Supply Sect

Central Reg Sect

ChdFamHlthSect-DServ

ChdFamHlthSect-VisCare

ChFamHlthSect-Adopt

Child&AdolescentHlth-Tob

ChildFamHlth Section

Chronic Dis Branch

ChronicDisBr-Dserv

Clinic/Bio Sect

Cmp Cancer Section

Cmp Cancer Section-BCC

ComBasedCaseMgmtSect

ComPrepare Section

Computer Software

ConnectCare Section

Courier Section

Ctr Health Advance

Ctr Health Protect

Ctr Hlth AdvBlockAdm

Ctr Local Pub Hlth

Log Out

Time Management Application

Logged In: Doug Hall

5 -DOUGLAS HALL

Select a Different Week

Physical Location

Central Office/Freeway

Special Code

Interpreting

☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet

start

Inbox - Microsoft Out...

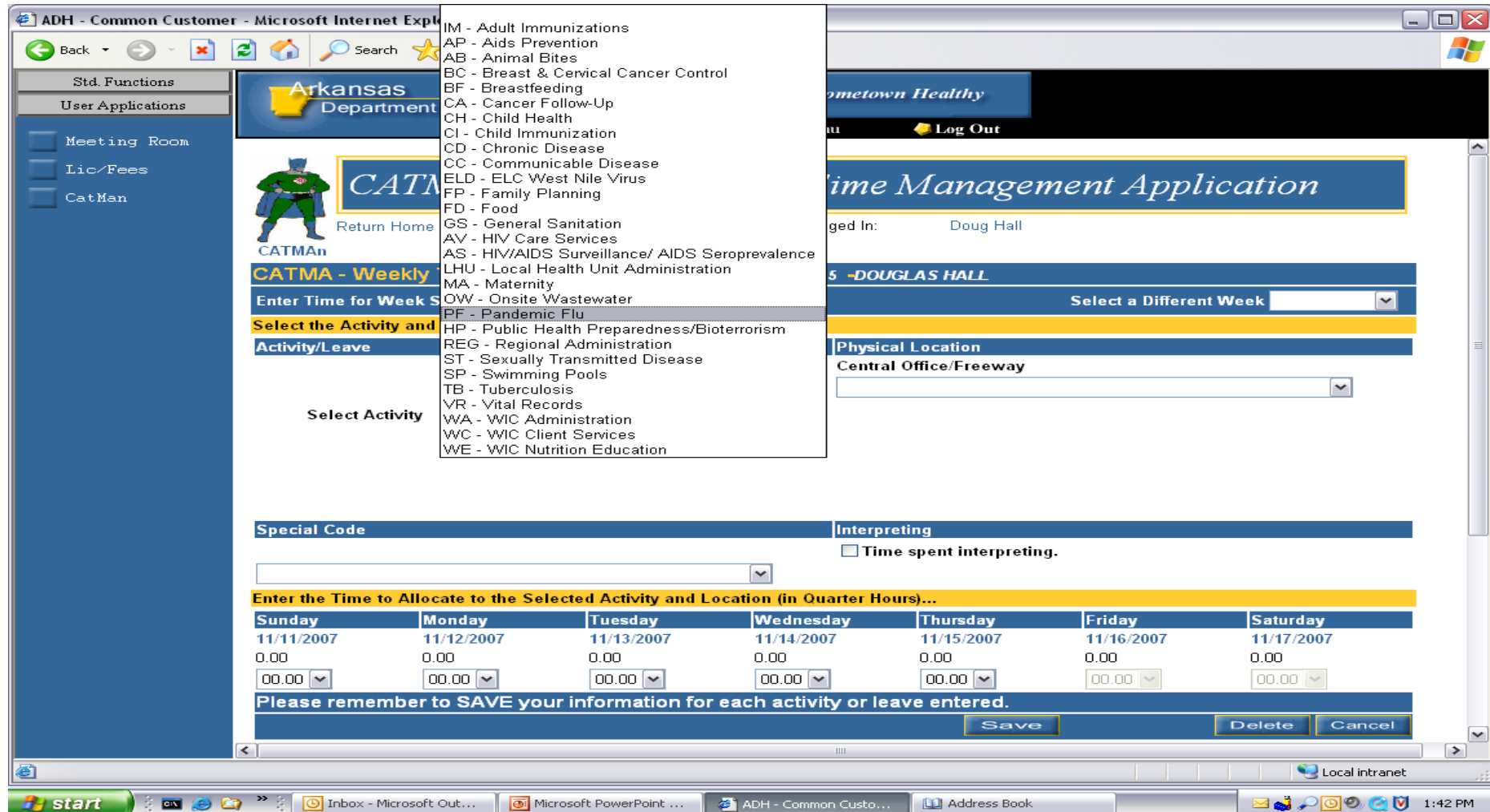
Microsoft PowerPoint ...

ADH - Common Custo...

Address Book

1:39 PM

Please select the activity you were working on from the new drop down box. If you have trouble with locating the program and activity that you should allocate your time to, please contact the program in which you performed the work.



**ADH - Common Customer - Microsoft Internet Explorer**

Back Forward Stop Home Search

**Std. Functions**

**User Applications**

Meeting Room

Lic/Fees

CatMan

**Arkansas Department of Health**

**CATMAN**

Return Home

**CATMA - Weekly**

Enter Time for Week S

**Select the Activity and Activity/Leave**

**Select Activity**

- IM - Adult Immunizations
- AP - Aids Prevention
- AB - Animal Bites
- BC - Breast & Cervical Cancer Control
- BF - Breastfeeding
- CA - Cancer Follow-Up
- CH - Child Health
- CI - Child Immunization
- CD - Chronic Disease
- CC - Communicable Disease
- ELD - ELC West Nile Virus
- FP - Family Planning
- FD - Food
- GS - General Sanitation
- AV - HIV Care Services
- AS - HIV/AIDS Surveillance/ AIDS Seroprevalence
- LHU - Local Health Unit Administration
- MA - Maternity
- OW - Onsite Wastewater
- PF - Pandemic Flu
- HP - Public Health Preparedness/Bioterrorism
- REG - Regional Administration
- ST - Sexually Transmitted Disease
- SP - Swimming Pools
- TB - Tuberculosis
- VR - Vital Records
- WA - WIC Administration
- WC - WIC Client Services
- WE - WIC Nutrition Education

**metown Healthy**

**Log Out**

**Time Management Application**

ged In: Doug Hall

**5 -DOUGLAS HALL**

Select a Different Week

**Physical Location**

Central Office/Freeway

**Special Code**

Interpreting

☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

**Save Delete Cancel**

Local intranet

start

Inbox - Microsoft Out...

Microsoft PowerPoint ...

ADH - Common Custo...

Address Book

1:42 PM

Next, your physical location will default to your personnel area. If you happen to be working at another location at times, specifically another LHU, use the drop down box to select the location where you are working that day.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy  
Show Menu Hide Menu Log Out

CATMA - Cost Accounting Time Management Application

Return Home | Operations | Setups User Logged In: Doug Hall

CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave	Physical Location
Select Activity	Central Office/Freeway

[Need more information about Activity Codes?](#)

Special Code Interpreting

☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet 1:01 PM



The next thing on the screen is the Special Code drop down box. There is a box that will only be used when tracking special events, such as the mass flu clinics that were held statewide. If you have not been informed of a special code by your Center Time Allocation Contact that you should be coding your time to, please bypass this box and move on.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy  
Show Menu Hide Menu Log Out

**CATMA - Cost Accounting Time Management Application**

Return Home | Operations | Setups User Logged In: Doug Hall

**CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL**

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave	Physical Location
ADM - General and Administrative	Central Office/Freeway

Select Activity Select Activity

[Need more information about Activity Codes?](#)

Special Code Interpreting  
☐ Time spent interpreting.

(in Quarter Hours)...

Wednesday	Thursday	Friday	Saturday
11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Done Local intranet 1:08 PM

If you are doing interpretation while performing your regular duties, click the box marked “Time spent interpreting” as pointed out below.


ADH - Common Customer - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

Arkansas Department of Health  
Keeping Your Hometown Healthy  
Show Menu Hide Menu Log Out

 **CATMA - Cost Accounting Time Management Application**

Return Home | Operations | Setups  
User Logged In: Doug Hall

**CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS HALL**

Enter Time for Week Starting... 11/11/2007 Select a Different Week

Select the Activity and Location to Allocate Time to...

Activity/Leave	Physical Location
ADM - General and Administrative	Central Office/Freeway

Select Activity

[Need more information about Activity Codes?](#)

Special Code	Interpreting
	<input type="checkbox"/> Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Local intranet

start | Inboxes - Microsoft Out... | Microsoft PowerPoint ... | ADH - Common Custo... | RE: rolemapping new ... | 1:12 PM

After you have selected your activity, go to the day you are recording time for and select the amount of time you spent working on the activity that was chosen above. Time is distributed in quarter hour increments.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health Keeping Your Hometown Healthy

Std. Functions User Applications

Meeting Room Lic/Fees CatMan

CATMA - Cost Accounting Time Management Application

Return Home | Operations | Setups User Logged In: 01.00 Hall

CATMA - Weekly Time Allocation Entry Form for 00055525 -DOUGLAS

Enter Time for Week Starting... 11/11/2007

Select the Activity and Location to Allocate Time to...

Activity/Leave ADM - General and Administrative Physical Location Central Office

Select Activity [dropdown] [dropdown]

Need more information about Activity Codes?

Special Code [dropdown] Interpretation [checkbox] Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Done Local intranet 1:21 PM

Once you have selected the activity and the amount of time spent on that activity throughout the day, click on the save button and your time is saved in the summary below.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy

Show Menu Hide Menu Log Out

Select the Activity and Location to Allocate Time to...

Activity/Leave: ADM - General and Administrative  
Physical Location: Central Office/Freeway

Select Activity: [Dropdown]  
[Dropdown]

[Need more information about Activity Codes?](#)

Special Code: [Dropdown]  
Interpreting: ☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
[00.00]	[00.00]	[00.00]	[00.00]	[08.00]	[00.00]	[00.00]

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/11/2007 Refresh Summary

	Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select	ADM - General and Administrative	HL87 - Central Office/Freeway		False	0	0	8	8	0	0	0	16
Select	HLDY - Holiday	HL87 - Central Office/Freeway		False	0	8	0	0	0	0	0	8

Daily Totals Sunday Monday Tuesday Wednesday Thursday Friday Saturday Weekly Totals

Done Local intranet 1:23 PM

As you can see below, the time has been added as ADM with 8 hours located in the column labeled Thursday.

ADH - Common Customer - Microsoft Internet Explorer

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

Arkansas Department of Health  
Keeping Your Hometown Healthy  
Show Menu Hide Menu Log Out

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/11/2007 Refresh Summary

Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select ADM - General and Administrative	HL87 - Central Office/Freeway		False	0	0	8	8	8	0	0	24
Select HLDY - Holiday	HL87 - Central Office/Freeway		False	0	8	0	0	0	0	0	8

Daily Totals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals
	0	8	8	8	8	0	0	32

Certification I certify that this week's data is complete and correct. ☐ Save

Request week be unlocked to make corrections.

Done Local intranet 1:24 PM

If you saved time in error, select that line from your summary. The activity and time you have entered for that will appear. Please select the amount of time that you would like to delete from each day and then click the delete button.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

Show Menu Hide Menu Log Out

Select the Activity and Location to Allocate Time to...

Activity/Leave: General and Administrative  
Physical Location: Central Office/Freeway

Select Activity: [Dropdown]  
[Dropdown]

[Need more information about Activity Codes?](#)

Special Code: [Dropdown]  
Interpreting: ☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0	0	8	8	8	0	0
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/11/2007 Refresh Summary

	Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select	ADM - General and Administrative	HL87 - Central Office/Freeway		False	0	0	8	8	8	0	0	24
Select	HLDY - Holiday	HL87 - Central Office/Freeway		False	0	8	0	0	0	0	0	8
Daily Totals					Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total

Done

start

Inbox - Microsoft Out... Microsoft PowerPoint ... ADH - Common Custo... RE: rolemapping new ... 1:26 PM

After you have put in all of your time for the week, on the bottom right of the screen is a box that you check to certify that your time listed above is correct. This is your electronic signature. Once the box is checked, click the save button below the certification and your time is certified for the week.

ADH - Common Customer - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

**Arkansas**  
Department of Health

Keeping Your Hometown Healthy

Show Menu Hide Menu Log Out

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
0	0	8	8	8	0	0
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/11/2007 Refresh Summary

	Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select	ADM - General and Administrative	HL87 - Central Office/Freeway		False	0	0	8	8	8	0	0	24
Select	HLDY - Holiday	HL87 - Central Office/Freeway		False	0	8	0	0	0	0	0	8
<b>Daily Totals</b>					Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals
					0	8	8	8	8	0	0	32

**Certification** I certify that this week's data is complete and correct. ☒

Save

Request must be unlocked to make corrections.

Done Local intranet 1:31 PM

start Outlook Microsoft PowerPoint ADH - Common Custo...

If you certified your time in error, you can click on the “Request week be unlocked to make corrections” link pointed out below and an email will be sent to the Cost Allocation Section with your request. They will then contact you when your time has been unlocked.

ADH - Common Customer - Microsoft Internet Explorer

Std. Functions  
User Applications

Meeting Room  
Lic/Fees  
CatMan

Arkansas Department of Health  
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Show Menu Hide Menu Log Out

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/04/2007	11/05/2007	11/06/2007	11/07/2007	11/08/2007	11/09/2007	11/10/2007
0.00	0.00	0.00	0.00	0.00	0.00	0.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/04/2007 Refresh Summary

	Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select	ADM - General and Administrative	HL87 - Central Office/Freeway		False	0	4.5	0	8	8	0	0	20.5
Select	ANNL - Annual Leave	HL87 - Central Office/Freeway		False								
Select	SICK - Sick/Illness	HL87 - Central Office/Freeway		False	0	3.5	8	0	0	0	0	11.5
Daily Totals					Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals
					0	8	8	8	8	0	0	32

Certification I certify that this week's data is complete and correct. ☒ Save

[Request week be unlocked to make corrections.](#)

Done Local intranet 1:31 PM



In order to see your time summary for previous days, click the Refresh Summary button pointed out below.

ADH - Common Customer - Microsoft Internet Explorer

Std. Functions  
User Applications

- Meeting Room
- Lic/Fees
- CatMan

Arkansas Department of Health  
Keeping Your Hometown Healthy

Show Menu High Menu Log Out

Select Activity

[Need more information about Activity Codes?](#)

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/11/2007 Refresh Summary

Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select											

Daily Totals

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Certification I certify that this week's data is complete and correct. ☐  
Request week be unlocked to make corrections.

Done Local intranet 1:46 PM

After hitting the Refresh Summary button, your time for the week will appear.

ADH - Common Customer - Microsoft Internet Explorer

Arkansas Department of Health  
Keeping Your Hometown Healthy

Show Menu Hide Menu Log Out

[Need more information about Activity Codes?](#)

Special Code Interpreting  
☐ Time spent interpreting.

Enter the Time to Allocate to the Selected Activity and Location (in Quarter Hours)...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/11/2007	11/12/2007	11/13/2007	11/14/2007	11/15/2007	11/16/2007	11/17/2007
00.00	00.00	00.00	00.00	00.00	00.00	00.00
00.00	00.00	00.00	00.00	00.00	00.00	00.00

Please remember to SAVE your information for each activity or leave entered.

Save Delete Cancel

Summary of All Time Allocation for the week of... 11/11/2007 Refresh Summary

Activity/Leave	Location	Spec. Code	Interp.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Week Total
Select ADM - General and Administrative	HL87 - Central Office/Freeway		False	0	0	8	8	8	0	0	24
Select HLDY - Holiday	HL87 - Central Office/Freeway		False	0	8	0	0	0	0	0	8
Daily Totals				0	8	8	8	0	0		32

Certification I certify that this week's data is complete and correct. ☐ Save

Request week be unlocked to make corrections.



**Remember....**

**We code what we  
do!**

**We code all time  
worked!**



# Contacts for Questions

- If you have any problems logging onto the Common Customer site, contact the ADH helpdesk at 501-280-help or 1-800-441-9232
- If you have any question on what activity code to use, please contact your supervisor.
- Supervisors, if you have questions, please contact your CATMAN Time Study Coordinator. A list is located on the CATMAN page on the Intranet.



# Post Assessment

- Please return to A-TRAIN to complete the post assessment for this course.
- Instructions for completing the post assessment were e-mailed to you when you registered. They were attached to the registration notification